



Community Safety Officer

Position Number:	40	Department	Community Planning & Sustainability
Level:	4	Award:	May be covered under Municipal Employees' Award
Remuneration:	\$77,723.74 Base Salary	plus superannuation, and housing and district allowances (if eligible) plus \$3,500 retention bonus payable upon completion of 3 years. <i>(Pro-Rata for Part Time)</i>	
Reports to:	Coordinator Community Safety	Direct Reports:	Nil
Last Reviewed:	Manager People, Culture & Wellbeing	Date:	17/11/2025
Approved:	Executive Manager Community Planning & Sustainability	Date:	18/11/2025

OUR ORGANISATION

The Shire of Carnarvon provides excellent customer service across a wide range of programs, facilities and services that contribute to maintaining and enhancing our community. At the heart of our organisation are our values which underpin how our employees perform their duties and engage with the community and stakeholders.

Our CARECHIP is what gives us the drive to serve our community.

We take pride in knowing that our employees and new recruits share our values, and we like to think that everyone who chooses to collaborate with us brings this CARECHIP with them.

C	A	R	E	C	H	I	P
Courage	Authenticity	Respect	Excellence	Cohesion	Humility	Inclusion	Passion

POSITION OVERVIEW

The Community Safety Officer delivers frontline community safety, compliance, and animal management services across the Shire. This operational role is responsible for conducting patrols, responding to public enquiries, enforcing relevant legislation and local laws, and supporting community education and engagement activities.

The position plays an important role in promoting responsible animal ownership, maintaining public safety, supporting tourism and visitor safety at high-use locations, and helping protect community amenity. Community Safety Officers work across townsites, remote areas, coastal reserves and the Blowholes precinct, providing a visible and approachable presence to residents, visitors and businesses.

The role supports emergency management activities through preparedness tasks, hazard inspections, and assisting with response and recovery efforts under direction. Community Safety Officers work collaboratively with internal teams, emergency service agencies, tourism stakeholders, community groups and the public to contribute to a safe, inclusive and compliant community environment.

COMMUNITY STRATEGIC OBJECTIVES

In 2040 Carnarvon is a place where:

- ★ Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701.

- ★ Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grow our horizons.
- ★ Our sustainable livelihoods create a community that can flourish into the future.
- ★ Our holistic health care facilities provide services from the womb to the grave.
- ★ Our educational opportunities from early childhood to adulthood are tailored and relevant to the individual.
- ★ Our infrastructure, housing and amenities are high quality and accessible.
- ★ Our community acknowledges our history and celebrates our diverse cultures.
- ★ Our community is engaged, inclusive and supportive.

KEY ROLE OUTCOMES

1. Community Safety Operations & Compliance

- ★ Deliver high-quality frontline community safety services through regular patrols, proactive engagement, and enforcement of relevant legislation and local laws.
- ★ Respond to community enquiries and complaints in a timely, professional manner.
- ★ Conduct investigations into breaches such as dog attacks, wandering animals, littering, firebreak non-compliance, and other behavioural or amenity issues.
- ★ Ensure accurate issue of infringements, cautions and compliance directions as required under legislation.
- ★ Maintain accurate records, evidence, and reports to support compliance activities.

2. Animal Management

- ★ Carry out animal management duties including impounding, seizing, transporting and caring for animals in accordance with legislation and Shire procedures.
- ★ Investigate dog attacks, nuisance behaviour, aggressive dog incidents, and breaches of the Dog Act 1976 and Cat Act 2011.
- ★ Promote responsible pet ownership through education, engagement and community awareness.
- ★ Conduct property inspections relating to dangerous dog declarations and animal welfare concerns.

3. Patrols, Inspections & Public Engagement

- ★ Conduct regular patrols across townsites, rural areas, coastal reserves, tourist nodes, and remote locations to maintain a visible community safety presence.
- ★ Undertake inspections for firebreak compliance, off-road vehicle use, littering, camping, and other regulated activities.
- ★ Engage respectfully with residents, visitors, tourists and businesses, providing advice on local laws, safety expectations, and environmental protection.

4. Tourism, Coastal & Visitor Safety Support

- ★ Provide an active presence at high-use visitor locations including the Blowholes, Coral Bay and coastal reserves.
- ★ Support safe visitor behaviour by offering guidance on risks such as shoreline hazards, weather events, off-road vehicle rules, animal control, and campsite requirements.
- ★ Support Camp Hosts by reporting issues, escalating safety concerns, and assisting with visitor compliance when required.

5. Emergency Preparedness & Response Support

- ★ Support emergency management activities under direction, including hazard inspections, seasonal readiness tasks and community safety messaging.
- ★ Assist with operational response during incidents such as fire, cyclone, storm, flood or other emergencies as directed by senior staff.
- ★ Provide logistical, observational and community liaison support during and after emergency events.
- ★ Assist with recovery activities such as damage reporting, public space reinstatement and community contact.

6. Community Education & Engagement

- ★ Promote community understanding of local laws, animal management, fire safety and emergency preparedness through daily interactions, school visits or local events when required.
- ★ Support the development of a positive and approachable safety presence across the community.

WORK HEALTH SAFETY RESPONSIBILITIES

- ★ To take reasonable care for their own safety and health and to avoid harming the safety and health of other people through any act or omission at Shire workplaces. And as relevant:
- ★ Proactively comply with all Shire WHS Policies, Procedures, and Guidelines, Practice, duties and other relevant conditions. As well as with the WA WHS Act 2020, WHS (General) Regulations 2022, all other relevant Regulations, Codes of Practice and Australian Standards
- ★ As far as reasonably possible comply with instructions given by their employer or an authorised person in the interests of safety and health and in accordance with the WHS Act.
- ★ Must report to their manager, supervisor, WHS Representative, PC&S and/or other relevant contact person work related injuries, near misses and any hazards at the workplace that they cannot correct themselves.
- ★ Must use, store and maintain personal protective equipment as properly instructed, and not damage or misuse any equipment or facilities provided in the interests of safety and health.
- ★ Participate in and where possible provide leadership for a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

LICENCES, REGISTRATIONS, MEMBERSHIPS OR QUALIFICATIONS REQUIRED OF THE ROLE

- ★ Current Western Australia Driver's License
- ★ ROCS 1 & 2 (Regulatory Officer Compliance Skills, or ability to work towards)
- ★ Firearm's License or ability to acquire
- ★ First Aid and relevant safety certifications.

ESSENTIAL CRITERIA

- ★ Highly developed ability to uphold a values-based approach in the workplace.
- ★ Highly effective communication skills (written and verbal) including ability to prepare initial reports, letters, emails and
- ★ Knowledge of (or ability to rapidly acquire knowledge of) relevant legislation including the Dog Act 1976, Cat Act 2011, Bush Fires Act 1954, Litter Act 1979, Local Government Act 1995 and applicable Local Laws.
- ★ Practical experience in dealing with animals, including safe handling, containment, transportation, and welfare considerations.
- ★ Understanding of community safety principles, customer service expectations, and working with diverse community groups.
- ★ Ability to manage difficult conversations and resolve low-level conflict in a calm, professional manner.
- ★ Ability to use mobile devices, compliance systems and recordkeeping tools to maintain accurate data, notes and evidence.
- ★ Physical capability to perform field-based duties including patrols, animal handling, inspections, and tasks in outdoor environments.
- ★ Experience working in community safety, compliance, animal management, local laws, law enforcement, or a related regulatory field.

DESIRABLE CRITERIA

- ★ Certificate IV in Local Government (Regulatory Services), Gazettal as a Ranger, as per the requirements in the Local Government Act 1995 or ability to acquire.
- ★ A sound understanding of the role of Local Government, including regulatory functions, local laws, customer service expectations and community engagement.
- ★ Experience using regulatory or case management software (e.g., Synergy) or the ability to learn new systems quickly.

POSITION COMPETENCIES

Experience	
Focus of Role	Professional / Specialist Technical
Experience Level	Specialist knowledge in the context of the organisational or professional requirements with elements of complexity and uncertainty .

Tasks	
Context Method	Range of tasks guided by policy, objectives or professional standards.
Skill Level	Knowledge of particular procedures is supported by sound appreciation of theory or policy framework.
Judgement and problem Solving	
Problem Solving	Solve diverse problems which require assessment of a range of options having elements of complexity
Judgement	Positions require the interpretation of information and development of suitable procedures to achieve satisfactory outcomes.
Supervision and Independence	
Level of Supervision	Supervision is team based, with clear direction on tasks to be performed but latitude within individuals within the team on the completion of parts of an overall task.
Organisational Relationships and Impact	
Work Area Relationships	Sound knowledge of the impact on other work areas, seek approval from senior staff on changes to procedure, schedule or routines.
Public/Other Staff Relationships	Use technical or specialist skills to brief and liaise with stakeholders to define requirements, including writing detailed and non-standard reports and external correspondence.
Impact	Decisions made directly impact own work area and related work areas
Interpersonal Skills	Effective communication with members of the public, clients and other staff and the resolution of routine and usual matters.
Job Competencies	
Time Management	Advanced: Able to manage multiple competing tasks and prioritise amongst a range of functions. May assist others with time management.
Conflict Resolution	Advanced: Able to resolve a predictable range of conflict of opinions where resolution is not immediate and negotiation skills are required.
Planning & Organisation Skills	Intermediate: Applies discretion in own task sequencing, may develop job specific systems to assist in the completion of allocated tasks.
Safety Procedures	Advanced: Develops JSAs. SWMS and other safety procedures for own work area and related work areas. Train and coach others in safety procedures.
Administration Skills	Advanced: Able to set up administrative processes, including record keeping, filing, and tracking systems and train others in the use of these processes and systems.
Equipment Operation	Fundamental: Fundamental: Uses hand held, powered and non-powered equipment. May use some ride-on (non specialised) machinery.
Supervision Skills	N/A
Project Management	Intermediate: Contributes to the achievement of project plans by monitoring compliance functions, deliverables relating to part of the project plan. May provide assistance with forward planning, estimating and budgeting requirements of project.
Policy and Procedure Development	Intermediate: Research, develop and recommend / suggest changes for internal procedures or work processes which impact on the section or department.
Policy or Legislative Interpretation	Advanced: Require a conceptual understanding of policy and interpretation in the application of policy or precedent.

Report Writing	Intermediate: Undertake initial or straightforward drafting of reports, submissions or non-standard correspondence.
Budgeting Skills	N/A
Customer Service Skills	Highly Proficient: Able to reconcile different points of view and resolve more complex customer queries which may require investigation and analysis.
Decision Making Skills	Advanced: Decisions will involve technical areas of complexity requiring consideration of multiple options.
Management Skills	N/A

PREEMPLOYMENT SCREENING REQUIRED FOR THIS ROLE

- ★ National Police Clearance - Less than 6 months old
- ★ Pre-employment Medical Screening
- ★ Alcohol and Other Drug screening

REMUNERATION AND BENEFITS

The successful applicant will join the Community Planning & Sustainability Team with a starting salary from \$ 77,723.75 per annum, plus allowances (if eligible) and superannuation.

Other cash benefits include but not limited to

- \$ 1,201.11 p/a District Allowance*
- \$ 4,592.47 p/a Housing Allowance*
- \$ 1,307.85 p/a Annual Leave Loading 17.5%
- \$ 10,022.08 p/a Superannuation (Statutory)
- \$ 1,670.35 p/a Superannuation additional 2% (Optional, subject to employee salary sacrifice)*
- \$ 3,500.00 Retention bonus upon completion of 3 years of service*
- \$ 440.00 p/a Annual Leave Travel Assistance

Leave Entitlements*

- 5 Weeks Annual Leave
- 2 Local Government Public Holidays
- 10 Days of Paid Personal Leave
- 10 Days of Paid Pandemic Leave
- 38 Hours of Paid Volunteer Emergency Services Leave

Additional Allowances and Subsidies as per Attraction and Retention Policy*

- Salary Sacrificing for a range of benefits
- Annual Leave Travel Assistance Payment
- Local Club Membership Subsidies
- Gym Membership Subsidy
- Annual Pass for Aquatic Centre

**Subject to Corporate Policy*

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the